

Federal Funding Allocation Statistics Module

The Federal Funding Allocation Statistics Module contains one form, the Federal Funding Allocation Statistics form (FFA-10).

Federal Funding Allocation Statistics form (FFA-10)

The purpose of the FFA-10 form is to summarize data used in apportioning funds for the Federal Transit Administration's (FTA) [Urbanized Area Formula Program](#) (§5307), including the Small Transit Intensive Cities program, State of Good Repair Program (§5337), Bus and Bus Facilities Program (§5339), and Rural Formula Program (§5311).

This form is required from transit agencies in or serving urbanized areas (UZAs) using 2010 U.S. Bureau of the Census information. Census UZA definitions and UZA boundary maps are now available on the [NTD webpage](#).

Transit agencies complete separate forms for [directly operated](#) (DO) and for [purchased transportation](#) (PT) services by mode. When completed, the FFA-10 automatically populates data from other areas of the report. For this reason, you must check the FFA-10 for any changes before submitting if service data has changed in other areas of the report.

Federal Funding Allocation Statistics form (FFA-10)

<div> Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help </div>						
<div> Form Name: Federal Funding Allocation Statistics (FFA-10) Mode: MB Service: DO Add Form Note Close Form </div>						
Line	a	b	c	i		
Item	Data from Other Forms	Percent of Total	Percent of Total	Annual Total		
01 Urbanized area (UZA) number (to allocate to UZA fill corresponding checkbox in line 02)		Non-UZA	UZA 27			
02 Urbanized area (UZA) and Non-UZA reporting method	Make Selection	<input type="checkbox"/>	<input type="checkbox"/>			
Annual Total						
03 Total actual vehicle revenue miles (VRM)		0.0%	0.0%			
04 Total actual vehicle revenue hours (VRH)		0.0%	0.0%			
05 Total passenger miles traveled (PMT)		0.0%	0.0%			
06 Total unlinked passenger trips (UPT)		0.0%	0.0%			
07 Total operating expenses (OE)	0	0.0%	0.0%			
Urbanized Area Formula Program						
Fixed Guideway						
08 Directional route miles (DRM)	2	0.0%	0.0%	0		
09 Fixed (FG) / non-fixed guideway (NFG) reporting method	Make Selection					
Service provided on directional route miles (DRM) (from S-20 MB, line 21, Total) that can be allocated to lines 10-12.	2					
10 Actual vehicle revenue miles (VRM)		0.0%	0.0%	0		
11 Passenger miles traveled (PMT)		0.0%	0.0%	0		
12 Operating expenses (OE)		0.0%	0.0%	0		
Non-Fixed Guideway						
13 Actual vehicle revenue miles (VRM)		0.0%	0.0%			
14 Passenger miles traveled (PMT)		0.0%	0.0%			
15 Operating expenses (OE)		0.0%	0.0%			
State of Good Repair						
Fixed Guideway (Busway/Bus Lane)						
16 Directional route miles (DRM) ≥ 7 years @ Federal fiscal year end (FFYE)	2	0.0%	0.0%	0		
Service provided on directional route miles (DRM) (from S-20 MB, line 05, Total) that can be allocated to line 17.	2					
17 Actual vehicle revenue miles (VRM) ≥ 7 years @ Federal fiscal year end (FFYE)		0.0%	0.0%	0		
High Intensity Motorbus (Shared Use - HOV - HO/T)						
18 Directional route miles (DRM) ≥ 7 years @ Federal fiscal year end (FFYE)	2	0.0%	0.0%	0		
Service provided on directional route miles (DRM) (from S-20 MB, line 16, Total) that can be allocated to line 19.	2					
19 Actual vehicle revenue miles (VRM) ≥ 7 years @ Federal fiscal year end (FFYE)		0.0%	0.0%	0		

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Home	e-File	Annual	Monthly Ridership	Safety & Security	Notes	Issues	Reports	Communications	Sys Admin	Help
Form Name: Federal Funding Allocation Statistics (FFA-10) Mode: TB Service: DO										
<div> Add Form Note Close Form </div>										
Line	a	b	c	i						
Item	Data from Other Forms	Percent of Total	Percent of Total	Annual Total						
01 Urbanized area (UZA) number (to allocate to UZA fill corresponding checkbox in line 02)		Non-UZA	UZA 27							
02 Urbanized area (UZA) and Non-UZA reporting method	Make Selection	<input type="checkbox"/>	<input type="checkbox"/>							
Annual Total										
04 Total actual vehicle revenue hours (VRH)		0.0%	0.0%							
06 Total unlinked passenger trips (UPT)		0.0%	0.0%							
Urbanized Area Formula Program										
Fixed Guideway										
08 Directional route miles (DRM)	2	0	0.0%	0	0.0%	0				
Service provided on directional route miles (DRM) (from S-20 TB, line 08, Total) that can be allocated to lines 10-12.	2									
10 Actual vehicle revenue miles (VRM)		0	0.0%	0	0.0%	0				
11 Passenger miles traveled (PMT)		0	0.0%	0	0.0%	0				
12 Operating expenses (OE)	0	0	0.0%	0	0.0%	0				
State of Good Repair										
Fixed Guideway (Busway/Bus Lane)										
16 Directional route miles (DRM) ≥ 7 years @ Federal fiscal year end (FFYE)	2	0	0.0%	0	0.0%	0				
Service provided on directional route miles (DRM) (from S-20 TB, line 13, Total) that can be allocated to line 17.	2									
17 Actual vehicle revenue miles (VRM) ≥ 7 years @ Federal fiscal year end (FFYE)		0	0.0%	0	0.0%	0				
High Intensity Motorbus (Shared Use - HOV - HO/T)										
18 Directional route miles (DRM) ≥ 7 years @ Federal fiscal year end (FFYE)	2	0	0.0%	0	0.0%	0				
Service provided on directional route miles (DRM) (from S-20 TB, line 13, Total) that can be allocated to line 17.	2									
19 Actual vehicle revenue miles (VRM) ≥ 7 years @ Federal fiscal year end (FFYE)		0	0.0%	0	0.0%	0				
<div> Save Close Print </div>										

Home	e-File	Annual	Monthly Ridership	Safety & Security	Notes	Issues	Reports	Communications	Sys Admin	Help
Form Name: Federal Funding Allocation Statistics (FFA-10) Mode: VP Service: DO										
<div> Add Form Note Close Form </div>										
Line	a	b	c	i						
Item	Data from Other Forms	Percent of Total	Percent of Total	Annual Total						
01 Urbanized area (UZA) number (to allocate to UZA fill corresponding checkbox in line 02)		Non-UZA	UZA 27							
02 Urbanized area (UZA) and Non-UZA reporting method	Make Selection	<input type="checkbox"/>	<input type="checkbox"/>							
Annual Total										
04 Total actual vehicle revenue hours (VRH)		0.0%	0.0%							
06 Total unlinked passenger trips (UPT)		0.0%	0.0%							
Urbanized Area Formula Program										
Non-Fixed Guideway										
13 Actual vehicle revenue miles (VRM)		0.0%	0.0%							
14 Passenger miles traveled (PMT)		0.0%	0.0%							
15 Operating expenses (OE)	0	0.0%	0.0%							
<div> Save Close Print </div>										

<div> Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help </div>						
Form Name: Federal Funding Allocation Statistics (FFA-10) Mode: DR Service: PT Add Form Note Close Form						
Line	a	b	c	i		
Item	Data from Other Forms	Percent of Total	Percent of Total	Annual Total		
01 Urbanized area (UZA) number (to allocate to UZA fill corresponding checkbox in line 02)		Non-UZA	UZA 27			
02 Urbanized area (UZA) and Non-UZA reporting method	Make Selection ▼	<input type="checkbox"/>	<input type="checkbox"/>			
Annual Total						
04 Total actual vehicle revenue hours (VRH)	<input type="text"/>	<input type="text"/> 0.0%	<input type="text"/> 0.0%	<input type="text"/>		
06 Total unlinked passenger trips (UPT)	<input type="text"/>	<input type="text"/> 0.0%	<input type="text"/> 0.0%	<input type="text"/>		
Urbanized Area Formula Program						
Non-Fixed Guideway						
13 Actual vehicle revenue miles (VRM)	<input type="text"/>	<input type="text"/> 0.0%	<input type="text"/> 0.0%	<input type="text"/>		
14 Passenger miles traveled (PMT)	<input type="text"/>	<input type="text"/> 0.0%	<input type="text"/> 0.0%	<input type="text"/>		
15 Operating expenses (OE)	<input type="text" value="0"/>	<input type="text"/> 0.0%	<input type="text"/> 0.0%	<input type="text"/>		
<div> Save Close Print </div>						

Overview

The FTA uses the statistics from the Federal Funding Allocation Statistics form (FFA-10) to allocate funds for four programs:

- Urbanized Area Formula Program (§5307), including Small Transit Intensive Cities (STIC);
- State of Good Repair (§5337);
- Bus and Bus Facilities (§5339); and
- Rural Formula Program (§5311).

Urbanized Area Formula Program

The FTA UAF (§5307 of the Federal Transit Act) is a formula program for [capital](#) projects, planning activities, and under limited circumstances, [operating expenses](#).

The UAFFP apportionment for all urbanized areas uses population, population density, and statistical data from the NTD. Specifically, the information from the NTD is the basis for the following apportionment factors:

- [Actual vehicle revenue miles](#) (VRM);
- [Fixed guideway directional route miles](#) (FG DRM);
- [Passenger miles traveled](#) (PMT) multiplied by PMT per [operating expenses](#); and
- Whether the service is fixed guideway service or non-fixed guideway service.

The UAF contains separate funding tiers for FG and [non-fixed guideway](#) (NFG) modes. Fixed guideway modes fall into three categories:

- Modes that utilize a separate [right-of-way](#) (ROW) — aerial tramway (TR) or rails for the exclusive use of public transportation service, (i.e., Alaska railroad (AR), cable car (CC), commuter rail (CR), heavy rail (HR), inclined plane (IP), light rail (LR), monorail/automated guideway (MG), streetcar (SR) and hybrid rail (YR));
- Modes that utilize a ROW usable by other forms of transportation, but by statute are designated as FG, (i.e., trolleybus (TB) and ferryboat (FB)); and
- Bus (MB, bus rapid transit (RB) and commuter bus (CB) modes (by definition) for buses operating on controlled access or exclusive ROW.

A threshold level of at least one mile of FG in an UZA is required to receive FG tier funds.

STIC (Small Transit Intensive City) Funding

For urbanized areas with fewer than 200,000 population, the UAFFP apportionment uses population and population density, as well as factors under the Small Transit Intensive Cities (STIC) formula. The STIC formula apportions funds to urbanized areas with fewer than 200,000 population that meet or exceed the average level of service for all UZAs with populations between 200,000 and 1,000,000 based on one or more of six factors:

- Passenger miles traveled per vehicle revenue mile;
- Passenger miles traveled per [vehicle revenue hour](#) (VRH);
- Vehicle revenue miles per capita;
- Vehicle revenue hours per capita;
- Passenger miles traveled per capita; and
- Unlinked passenger trips (UPT) per capita.

Transit agencies report these data items on the FFA-10 form. For a discussion of these data items, see the Service Module forms (S-10 and S-20) and Operating Expenses form (F-30).

State of Good Repair

The FTA State of Good Repair program (§5337) is a formula program that provides [capital assistance](#) for maintenance of fixed guideway and high intensity bus facilities in a state of good repair.

The formula apportions funds for qualifying fixed guideway (FG) and high intensity bus (HIB) segments using directional route miles (DRM) and the actual vehicle revenue miles (VRM) operated over the DRM. Segments qualify for the apportionment based on the following factors:

- The segments qualify for the UAFP apportionment;
- The segments are in continuous transit operation for at least seven Federal fiscal years; and
- A threshold level of at least one mile of qualified FG/HIB DRM in the UZA.

There are two key aspects to continuous transit operations:

- FTA reviews previous NTD reports to assess continuous transit operations. To qualify, the NTD must contain data for a FG segment for the last six report years. Even if a transit agency can document an earlier revenue service start date for the segment, FTA will only consider segments continuously reported to the NTD.
- Continuous transit operations cover all transit agencies operating on a segment. For example, if another transit agency reported service on a FG segment for the last six NTD Report Years, then your service on the segment will also qualify for the Fixed Guideway Modernization apportionment, even if this is your first year operating on the segment.

Bus and Bus Facilities (§5339)

Under MAP-21, the formerly discretionary bus and bus facilities program is now a smaller formula grant program, precluding both congressional earmarks and discretionary grant-making by the Administration. Grants may be used to finance capital projects to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities, in accordance with the grant requirements in section 5307.

Rural Formula Program (§5311)

The rural formula program, previously known as “Non-urbanized” formula grants, provides funding to states for public transportation in rural areas, with most funding apportioned based on land area and population in rural areas. However, a service factor is added to the apportionment formula and as a result, a portion of the funds will be apportioned based on land area, revenue-vehicle miles, and low-income individuals in rural areas. The low-income population factor is included in a similar manner as with the §5307 urbanized area formula grants, in order to account for the expanded eligibility for JARC-like projects.

Urban reporters to NTD can receive 5311 funding if they operate in non-urbanized areas. Any data allocated to non-UZA on the FFA-10 form is incorporated into the 5311 apportionment.

Reporting Requirements and Thresholds

All transit agencies must complete this form. Complete one form for each mode and [type of service](#) (TOS).

What Has Changed from Prior Year

For MB, CB, and RB, the new High Intensity Bus tier has been added.

Approach

There are three items that determine how to complete the FFA-10 form:

- Mode of service;
- Census UZAs and non-UZA served by transit; and
- Inclusion of fixed guideway/high intensity bus.

Mode of Service

The FFA-10 form has four versions for the following groups of modes:

- Bus (MB), bus rapid transit (RB) and commuter bus (CB) service operating on fixed guideway;
- Trolleybus (TB) mode;
- Rail, ferryboat (FB) and aerial tramway (TR) modes; and

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- MB and CB service not operating on fixed guideway and other non-fixed guideway modes—demand response (DR), demand response- taxi (DT), jitney (JT), publico (PB) and vanpool (VP).

The FFA-10 form uses data reported on other NTD forms to develop the statistics used in the apportionment of 5307, 5311, 5337, and 5339 funding.

Internet reporting automatically transfers the eligible annual total data from other forms. Therefore, you must complete the source forms before completing this form.



If you change data on the source forms, you must edit any data you entered on the FFA-10 form — there are no automatic re-calculations of UZA and non-UZA area statistics or bus, bus rapid transit and commuter bus FG and NFG statistics. Please recheck these forms whenever changes are made.

The exhibit below lists the source forms and data items.

Exhibit 73 — Federal Funding Allocation Statistics Form Corresponding Data	
Data Item	Source Forms
UZA number, non-UZA	B-10 Item 5
VRM	S-10 line 12, column d
VRH	S-10 line 15, column d
UPT	S-10 line 18, column d
PMT	S-10 line 20, column d
OE	DO Modes – F-30 line 15, column e PT Modes – F-30 line 15, column e <i>minus line 12, column e</i> <i>minus B-30, item 8, Other costs incurred by buyer or sellers filing a separate NTD Annual report.</i>
FG DRM	S-20 <i>Rail, FB and TR modes, line 03</i> <i>MB, RB and CB modes, line 04</i> <i>TB mode, line 08</i>
FG DRM ≥ seven FFYs old	S-20 <i>Rail, FB and TR modes, line 05</i> <i>CB, RB and MB modes, line 06</i> <i>TB mode, line 14</i>
VRM ≥ seven FFYs old	Subset of VRM on S-10 <i>line 12, column d, operated on FG segments</i>
HIB DRM ≥ seven FFYs old	S-20 <i>CB, RB and MB modes, line 09</i>

Census UZAs and Non-UZAs Served by Transit

Transit agencies determine their service areas based on access to transit (see Basic Information form (B-10)). As a result, the geographic service area is not usually consistent with either political or Census-designated boundaries. To complete the FFA-10, you must follow the new rules governing allocation of transit service that connects one or more UZAs or Non-UZAs with one or more UZAs.

See detailed description of new rules under Detailed Instructions.

Detailed Instructions

There are five situations that can occur and dictate how transit agencies complete the FFA-10 form:

- You serve only one UZA.
- You also serve a non-UZA or more than one UZA. You may have to report its annual statistics among areas since the apportionments are made by UZA.

- You operate MB or CB FG service. You must report annual statistics for FG and NFG since the apportionments are made by FG and NFG modes. NFG (Non-Fixed Guideway) would include any mode **not** operating on fixed guideway segments, for example a Demand Response vehicle not using any FG travel.
- You are one of several transit agencies that operate over the same FG segments. You must coordinate with the other transit agencies to decide which transit agency will report DRM for the shared segments since the apportionment process recognizes only once the shared segments regardless of how many transit agencies operate on the shared segments.
- You operate a FG/HIB mode and some of the guideway is at least seven Federal fiscal years old. You must enter the VRM operated for the guideway at least seven Federal fiscal years old.

Urbanized Area Number

UZA numbers are transferred automatically from the Identification form (B-10).

The following rules apply:

- If you serve only one UZA and do not operate on fixed guideway, check the box under the [UZA number](#), select an allocation method on line 02, save and exit the form. Internet reporting automatically completes the statistics for the UZA.
- If you serve only one UZA and operate on fixed guideway, check the box under the UZA number and report VRM for the State of Good Repair Program. See the SGR instructions below.
- If you serve multiple UZAs and non-UZAs, select a UZA and non-UZA reporting method for reporting the statistics used in the funding allocations.
- If you serve multiple UZAs and non-UZAs and operate over both fixed and non-fixed guideway for bus (MB), bus rapid transit (RB) or commuter (CB) modes, you must report statistics in the areas served first, and then select a fixed / non-fixed guideway reporting method to report the statistics used in the funding allocations for fixed and for non-fixed guideway.

For this form, the number of UZAs and non-UZAs served may be fewer than those reported for the [service area](#) on the B-10 form under item 5, demographic information. The demographic information is reported based on physical location of services, which, for apportionment purposes, may be different from the UZAs and non-UZAs served. Also, the UZAs and non-UZAs reported for the service area on the B-10 form show the service areas served by all [modes](#) and TOS operated which may be greater than the areas served by a specific mode and TOS.

Urbanized Area and Other than Urbanized Area Reporting Method

You must follow the reporting rules when you provide transit service in multiple UZAs or UZAs and non-UZAs (see Reporting Rules below). There are three methods permitted for reporting statistics among UZAs and non-UZAs.

- Actual Data is a direct measurement (or recording) of each data point by UZA.
- VRM (passenger car revenue miles for rail modes) is a direct measurement of the actual vehicle revenue miles and is used as the factor to allocate VRH (passenger car revenue hours for rail modes), PMT, UPT and OE among the areas.
- Other methodology. Use the **e-file** tab to describe the other methodology and show your calculations.

If your service is not entirely contained within one UZA, select the reporting method you will be using for allocating your data across UZAs and non-UZAs in your service area. If you can report actual data for each UZA and any non-UZAs in your service area, select **Actual Data** from the **UZA and Non-UZA Reporting Method** drop-down menu.

If you use the VRM method, report your total actual VRM to each of the selected areas and any fixed guideway directional route miles. Internet reporting will then allocate the rest of your service data based on the proportions of your VRM in each area. If you use another method, select Other methodology. Attach in the **e-file** tab a description of the methodology. Include the calculations for the data statistics you report for each UZA and non-UZA.

Exhibit 74 — Funding Source menu selections

- | | |
|----|------------------------------------|
| a. | Actual Vehicle Revenue Miles (VRM) |
| b. | Actual Data |
| c. | Other Methodology |



If you used the actual data or other method of reporting, i.e., you directly entered actual data make sure that the annual total column equals the data statistics automatically transferred from other forms—actual vehicle revenue miles, actual vehicle revenue hours, passenger miles traveled, unlinked passenger trips, operating expenses and fixed guideway directional route miles.

Reporting Rules for More than One Urbanized Area and Other than Urbanized Areas

Areas are classified by the U.S. Census designations of:

- UZA with 200,000 or more population (large UZA);
- UZA with fewer than 200,000 population (small UZA); and
- Non-UZA (i.e., fewer than 50,000 population).

Under the revised rules, the transit agency determines which UZA or non-UZA is served. The transit agency may then:

- Allocate all the data statistics to the UZAs or non-UZAs primarily served; or
- Allocate the data statistics proportionally to the UZAs and non-UZAs served using a reasonable and consistent methodology.

This rule applies to transit service that connects:

- Two or more large UZAs;
- Two or more small UZAs;
- Any combination of small and large UZAs, as long as they do not benefit from both FTA Section 5307 and 5311 operating assistance; and
- One or more large or small UZAs to non-UZAs, as long as no FTA Section 5311 funds benefit the service.

There are two exceptions to the primarily served criterion, each involving FTA Section 5311 funds (operating or capital) and benefiting the service:

- You must report entirely to non-UZAs (UZA 0) any transit service that benefits from grants provided by FTA's Section 5311. If you are receiving FTA Section 5311 funding for rural service you must be allocating some service to the non-UZA (UZA 0) since service in that area is not within a UZA boundary.
- You must allocate service that connects non-UZAs and UZAs (large or small) if the service benefits from both FTA Sections 5307 and 5311 operating assistance. You must use the UZA proportion of operating expenses funded by FTA Section 5307 program (including local matching funds), to allocate the statistics to the UZAs.

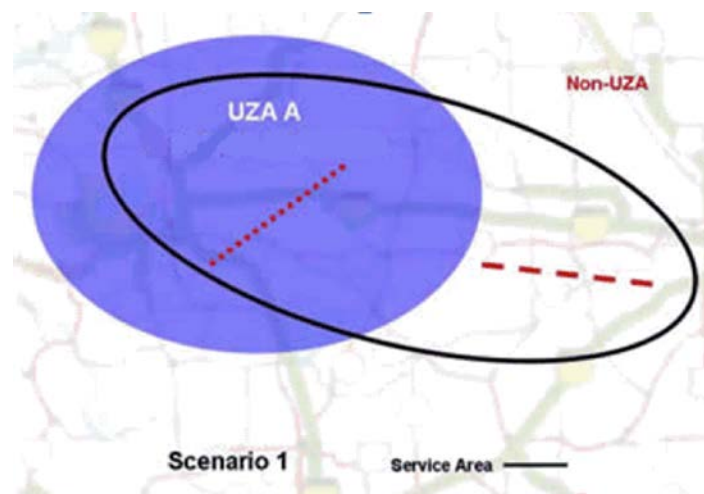


For either of these two exceptions, select Other methodology from the UZA and Non-UZA Reporting Method menu. Attach in the e-file tab a description of the methodology. Include the calculations for the data statistics you report for each UZA and non-UZA.

The areas where a vehicle trip starts and ends, and the size of the area help determine service location under the serve rule requirements. The following exhibits demonstrate these rules and their application.

Exhibit 75 — Reporting Exclusively Urban or Exclusively Rural Trips

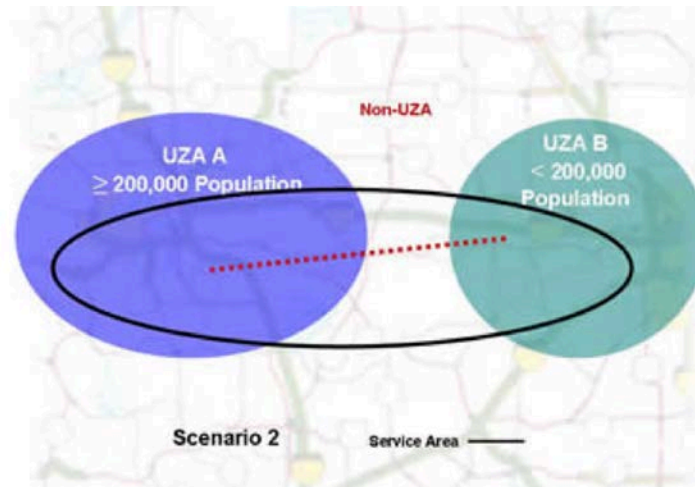
Scenario 1: Both ends of a vehicle trip are contained entirely within an area, either UZA A (any size) or the non-UZA.



Solution 1: All statistics for the formula allocations are reported in UZA A, or the non-UZA, where the service is located.

Exhibit 76 — Reporting Trips Between Two UZAs

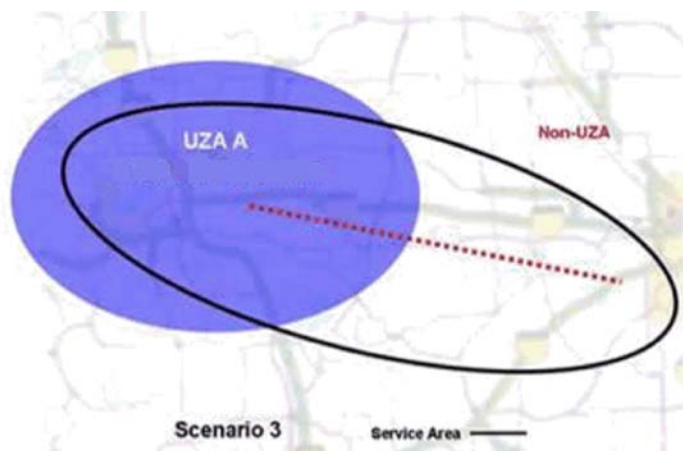
Scenario 2: One end of the vehicle trip is in a small UZA B with fewer than 200,000 populations and the other trip end is in a large UZA A with 200,000 or more population.

**Solution 2:**

- *FTA Sections 5307 or 5311 Operating Assistance funds for the service.*
The transit agency determines whether UZA A or UZA B is primarily served. You may report all statistics for the formula allocations in the UZA primarily served or allocate statistics between the two UZAs or among the two UZAs and the non-UZA.
- *No FTA Sections 5307 and 5311 Operating Assistance funds for the service.*
The transit agency must allocate statistics to the UZAs based on the proportion of FTA Section 5307 operating assistance. For example, if FTA Section 5307 operating assistance for UZA B funded 35% of the operating expenses for the service, then allocate at least 35% of all statistics to UZA B.
- If a fixed guideway segment begins in UZA A and enters UZA B then the allocation must be divided on the boundary of the UZAs, showing the millage of track in each UZA.

Exhibit 77 — Reporting Trips Between a UZA and a Non-UZA

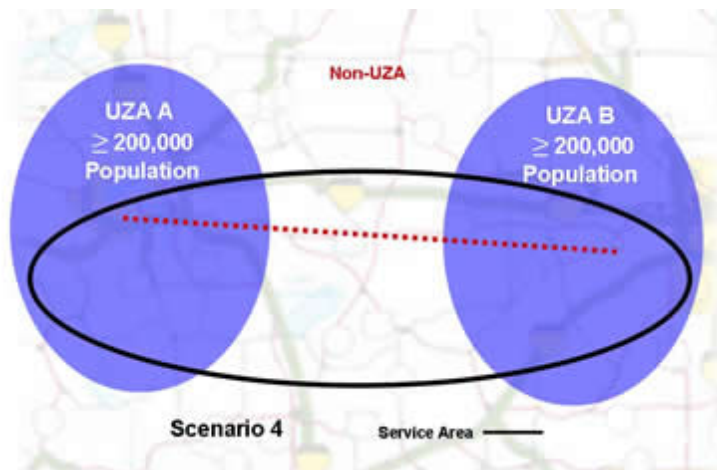
Scenario 3: One end of the vehicle trip is in a non-UZA and the other trip end is in UZA A (any size). The transit agency uses FTA Section 5311 funds for the service.



Solution 3: You must report all statistics in the non-UZA.

Exhibit 78 — Reporting Trips Between two Large UZAs

Scenario 4: One vehicle trip end is in UZA A and the other trip end is in UZA B, both with 200,000 or more population, and passing through a non-UZA.

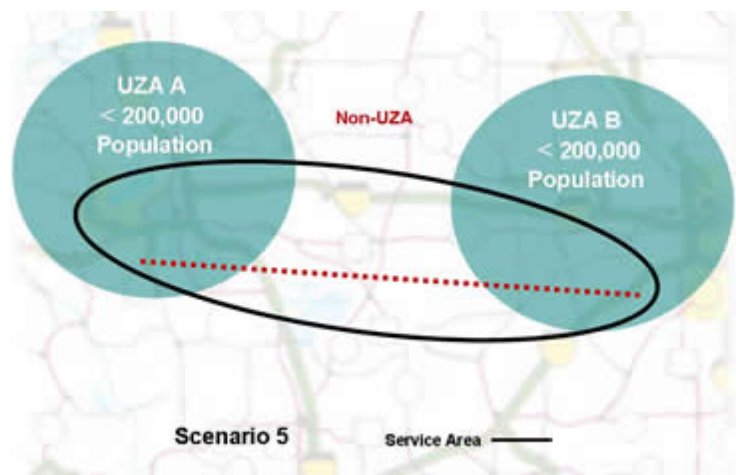


Solution 4: The transit agency determines whether UZA A or UZA B is primarily served. You may report all statistics for the formula allocations in the UZA primarily served or allocate statistics between the two UZAs. The statistics for the non-UZA can be reported in either UZA A or UZA B or divided between the two UZAs.

Generally, UZAs with 200,000 or more population are not eligible for operating assistance under FTA Section 5307. If the transit service uses operating assistance, then you must allocate statistics as described in Scenario 2. You must report all statistics in the non-UZA.

Exhibit 79 — Reporting Trips Between two Small UZAs

Scenario 5: One vehicle trip end is in UZA A and the other trip end is in UZA B, both with fewer than 200,000 population, and passing through a non-UZA.



Solution 5:

- *No FTA Section 5307 or 5311 Operating Assistance funds for the service.*
The transit agency determines whether UZA A or UZA B is primarily served. You may report all statistics for the formula allocations in the UZA primarily served or allocate statistics between the two UZAs.
- *FTA Operating Assistance funds in UZA A and UZA B and no FTA Section 5311 for the service.*
The transit agency must allocate statistics to the UZAs based on the proportion of operating assistance. For example, if FTA Section 5307 operating assistance for UZA A funded 35% and for UZA B 40% of the operating expenses for the service, then allocate at least 35% of all statistics to UZA A and 40% to UZA B. The statistics for the non-UZA can be reported in either UZA A or UZA B or divided between the two UZAs.

Bus Fixed Guideway / High Intensity Bus Operations

For bus, (MB) and commuter bus (CB) modes, most transit agencies operate in [mixed traffic right-of-way](#) (ROW). However, they may also operate on fixed guideway or high intensity bus lanes.

If you identified FG/HIB segments that met the eligibility criteria for funding, then your transit agency should report statistics for FG/HIB and NFG operations. Funding eligibility is based on the following criteria:

- Only segments on controlled access ROW or exclusive ROW;
- Those segments must serve travel corridors with unfavorable [levels of service](#) (LOS) (D, E or F);
- Travel on those segments must have restricted hours during which [single occupancy vehicles](#) (SOVs) are legally prohibited and are enforced from using any segment portion or meet the [high occupancy / toll \(HO/T\) lane](#) requirements;
- If your transit agency has stricter requirements for [high occupancy vehicle](#) (HOV) facilities than the prohibition of SOVs, i.e., three or more persons per vehicle, then those requirements apply to the HO/T lane, i.e., one and two-person vehicles would pay tolls; and
- Segments on high-speed facilities (expressways) shared with vanpools (VP) or carpools must be safely operated.

Even though another transit agency is designated as the agency reporting the FG DRM on the FFA-10 form, each agency that operates service over the FG DRM should report the VRM, PMT and OE on the FFA-10 form.



See the Fixed Guideway Segments form (S-20) for a discussion of how FG DRM is determined for funding eligibility.

Reporting Bus, Bus Rapid Transit and Commuter Bus Statistics for Fixed and for Non-Fixed Guideway

It is not mandatory to report MB and CB statistics separately for FG and NFG operations. Transit agencies may report all statistics as non-fixed guideway.

Reporting fixed and non-fixed guideway statistics follows the same concepts used for reporting statistics among multiple urbanized areas and other than urbanized areas served. The following three steps should be followed:

- First, if there is service to more than one UZA and / or service to a non-UZA, report statistics among UZAs and non-UZAs before reporting statistics for fixed and non-fixed guideway. See the above section on Reporting Statistics among UZAs and non-UZAs.
- Second, by area, use one of the three methodologies to allocate data statistics between fixed and non-fixed guideway. If you select Actual Vehicle Revenue Miles, you will only have to enter VRM and Internet Reporting will calculate PMT and OE automatically. If you select Actual Data or Other, you will have to enter these data manually.
- Third, for the State of Good Repair Program, directly enter the portion of the actual vehicle revenue miles reported for the Urbanized Area Formula Program that operate on the fixed guideway directional route miles greater than or equal to seven Federal fiscal years old.

Also for the SGR Program, enter the portion of the actual vehicle revenue miles reported for the Urbanized Area Formula Program that operate on the high intensity bus directional route miles greater than or equal to seven Federal fiscal years old.



There is no automatic data entry or reporting methodology for SGR miles: Use your schedules and internal records to determine VRM.

The following example illustrates reporting bus statistics for FG and for NFG operations.

Exhibit 80 — Reporting Bus Statistics for Fixed and for Non-Fixed Guideway

Example: An agency operates bus (MB) service in two UZAs. It operates on 20 directional route miles (DRM) of fixed guideway and 50 DRM of high intensity bus, both spread across the two UZAs. It provided 20,000,000 VRM of service in 2013.

Solution: The agency first determines that 75% of its service primarily serves UZA A, while 25% serves UZA B. They select Actual Vehicle Revenue Miles on line 02 and enter 15,000,000 VRM on line 03 under UZA A, and 5,000,000 VRM on line 03 under UZA B. Internet reporting automatically calculates lines 04-07.

The agency then determines that 12 DRM of its fixed guideway serve UZA A, and 8 DRM serve UZA B. They select Actual Vehicle Revenue Miles on line 09 and enter 12 and 8 on line 08.

The agency finds that 550,000 of its VRM were on the 12 miles' worth of FG DRM in UZA A, and 450,000 VRM were on the 8 miles' FG DRM in UZA B. They enter these figures on line 10. Internet reporting automatically calculates lines 11-15.

All 8 miles of FG in UZA B are older than 7 years. Thus the agency enters 8 on line 16 and 450,000 on line 17, under UZA B.

However, only 6 of the 12 miles of FG in UZA A are older than 7 years. The agency determines that of the 550,000 VRM on this FG, 200,000 were on segments older than 7 years. They enter 6 on line 16 and 200,000 on line 17, under UZA A.

Of the 50 HIB DRM, 30 are older than 7 years. The agency finds that 15 of these serve UZA A and 15 serve UZA B. They enter 15 under both UZA A and UZA B on line 18.

The agency finds that they operated 2,000,000 VRM on the 30 HIB DRM older than 7 years. Of this, they find that 1,100,000 served UZA A and 900,000 served UZA B. They enter 1,100,000 and 900,000 on line 19.

Multiple Operators or Types of Service on the Same Fixed Guideway/High Intensity Bus Lane

There may be multiple NTD reporters using a segment or one reporter may have several modes, or both DO and PT services, on the segment. Transit agencies should report all the VRM, VRH, PMT, UPT and OE for the service operated over the FG segments.

However DRM for a FG/HIB segment can only be used once in the apportionment of Federal funds. Therefore, the DRM will only be reported once by any transit agency on the FFA-10 form when the segment is served by multiple operators, modes, or service types. It is a local decision which operator reports the DRM for segments served by multiple operators or service types. NTD only is concerned that this reporting is consistent from year-to-year and that the reporting is accurate. Agencies should decide which agency and mode will claim the segment before the segment is proposed to NTD; then the claiming agency and mode should be the one to propose the segment on the S-20 form. Thereafter Internet Reporting will automatically assign the DRM to the claiming agency and mode.

The S-20 form includes identification of the transit agency, mode and TOS for allocation of funds using the statistics on the FFA-10 form. Only the DRM for those segments identified on the S-20 form claimed for funding by your transit agency are transferred to the FFA-10 form.

Fixed Guideway Segments at least Seven Federal Fiscal Years Old

For the State of Good Repair Program, directly enter the portion of the actual vehicle revenue miles reported for the UAF Program that operate on the fixed guideway directional route miles greater than or equal to seven Federal fiscal years old. There is no automatic data entry or reporting methodology for this part of the form: Use your schedules and internal records to determine VRM.

High Intensity Bus Segments at least Seven Federal Fiscal Years Old

For the State of Good Repair Program, directly enter the portion of actual vehicle revenue miles reported for the UAF Program that operate on the high intensity bus directional route miles greater than or equal to seven Federal fiscal years old. There is no automatic data entry or reporting methodology for this part of the form: Use your schedules and internal records to determine VRM.

Line by Line Instructions for Federal Funding Allocation Statistics form (FFA-10)

This form is for all transit agencies that serve a UZA as designated by the U. S. Bureau of the Census.

Complete one form for each [directly operated](#) (DO) mode and for each [purchased transportation](#) (PT) mode.

Complete the Contractual Relationship form (B-30) for any PT service, and the Operating Expenses form (F-30), Service form (S-10), and Fixed Guideway Segments form (S-20) for each [mode](#) and [type of service](#) (TOS) prior to completing the FFA-10 form. In addition, if you change data on the source forms, you must edit any data you entered on the FFA-10 form — there are no automatic re-calculations of UZA and non-UZA area statistics or bus, bus rapid transit and commuter bus [fixed](#) (FG) and [non-fixed guideway](#) (NFG) statistics.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Note: A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab. Do not use the Form Notes feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: Click on the **Save** button prior to exiting the form and continuing with the report. Click on the **Close** button at the bottom of the screen to close the form without saving.

Line 01, columns b - y: UZA Number. This field is **pre-filled** with data from the Identification form (B-10) and cannot be edited. This field contains the UZA and non-UZA numbers for your [service area](#). For apportionment purposes, if your transit agency serves multiple UZAs or non-UZAs you may not have statistics reported in all the UZAs or non-UZAs based on the serve rules for allocation of the formula data statistics.

Line 02: UZA Reporting Method. From the drop-down menu, select the methodology used for reporting [vehicle revenue hours](#) (VRH), [passenger miles traveled](#) (PMT), [unlinked passenger trips](#) (UPT) and [operating expenses](#) (OE) between UZAs. If the service is operated in more than one UZA, enter the statistics for each UZA.

- Check the check-box(es) for each UZA and non-UZA to which the methodology should be applied.

Annual Total

Line 03: Total VRM: This applies only to bus, bus rapid transit and commuter bus modes.

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total annual VRM for your entire service area for both FG and NFG guideway operations.
- Columns b – y: By UZA. Enter VRM for each UZA and non-UZA.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of VRM from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 04: Total VRH

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 and cannot be edited. This field displays the total actual vehicle revenue hours for your entire service area for both FG and NFG operations.
- Columns b – y: By UZA. Enter vehicle revenue hours for each UZA. Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of vehicle revenue hours from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 05: Total PMT: This applies only to MB mode.

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total annual passenger miles traveled for your entire service area for both FG and NFG operations.
- Columns b – y: By UZA. Enter passenger miles traveled for each UZA.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of passenger miles traveled from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 06: Total UPT

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total unlinked passenger trips for your entire service area for both fixed and non-fixed guideway operations.

- Columns b – y: By UZA. Enter unlinked passenger trips for each UZA.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of unlinked passenger trips from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 07: Total OE: This applies only to bus, bus rapid transit and commuter bus modes.

- Column a: Data from Other Forms. This field is **pre-filled** with data from the F-30 form and cannot be edited. This field displays the total annual operating expenses for your entire service area for both fixed and non-fixed guideway operations.
- Columns b – y: By UZA. Enter operating expenses for each UZA.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of operating expenses from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Urbanized Area Formula Program – Fixed Guideway

Fixed guideway is not applicable for demand response (DR), demand response taxi (DT), jitney (JT), publico (PB) and vanpool (VP) modes.

Line 08: DRM

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-20 form and cannot be edited. This field displays the total [directional route miles](#) (DRM) for your entire service area eligible for the [Urbanized Area Formula Program](#) (UAF) apportionment.
- Columns b – y: By UZA. Enter [fixed guideway directional route miles](#) (FG DRM) for each UZA. Fixed guideway that enters two different UZAs would be designated as two separate track segments based on the division of the UZA.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of FG DRM from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 09: Fixed / Non-Fixed Guideway Reporting Method. It is not mandatory for your transit agency to report separate statistics for bus (MB), bus rapid transit (RB) or commuter bus (CB) FG and NFG. Internet reporting automatically assigns the statistics (VRM, PMT, and OE) to NFG. If you choose to report statistics, select the fixed / non-fixed guideway reporting methodology from the drop-down menu. Applicable only for bus, bus rapid transit and commuter bus modes.

Line 10: VRM

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total annual actual vehicle revenue miles for your entire service area for fixed guideway operations. Not applicable to bus, bus rapid transit or commuter bus modes; only totals appear for data from other forms across fixed and non-fixed guideway operations (line 03).
- Columns b – y: By UZA. Enter actual vehicle revenue miles for each UZA for service operated on FG DRM that are reported on the S-20 form for:
 - All rail, FB and TR modes — line 02;
 - MB, RB and CB modes — line 12; and
 - TB mode — line 07.

Remember that even though directional route miles on fixed guideway can only be reported once for funding, you can report actual vehicle revenue miles, passenger miles traveled and operating expenses for service operated on the fixed guideway directional route mile using the line numbers cited above.

- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of actual vehicle revenue miles from the UZA and non-UZA columns. For all fixed guideway modes except bus, bus rapid transit and commuter bus annual total data must equal data from other forms, column a. Only totals only appear for data from other forms across fixed and non-fixed guideway operations (line 03).

Line 11: PMT

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total passenger miles traveled for your entire service area for FG operations. Not applicable to bus, bus rapid transit and commuter bus modes; only totals appear for data from other forms across fixed and non-fixed guideway operations (line 05).

- Columns b – y: By UZA. Enter passenger miles traveled for each UZA.

Remember that even though directional route miles on fixed guideway can only be reported once for funding, you can report actual vehicle revenue miles, passenger miles traveled and operating expenses for service operated on the FG DRM. The S-20 form summarizes the DRM over which the actual vehicle revenue miles, passenger miles traveled and operating expenses operated on the fixed guideway can be reported on the FFA-10 form as follows:

- All rail, FB and TR modes — line 02;
- MB, RB and CB modes — line 12; and
- TB mode — line 07.

- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of passenger miles traveled from the UZA and non-UZA columns. Make sure that the annual total equals the passenger miles traveled automatically transferred from other forms (column a) for fixed guideway modes except bus, bus rapid transit and commuter bus modes. Only totals appear for data from other forms across fixed and non-fixed guideway operations (line 05).

Line 12: OE

- Column a: Data from Other Forms. This field is **pre-filled** with data from the F-30 form and B-30 form, and cannot be edited. This field displays the total operating expenses for your entire service area for fixed guideway operations. Not applicable to bus, bus rapid transit or commuter bus modes; only totals appear for data from other forms across fixed and non-fixed guideway operations (line 07).
- Columns b – y: By UZA. Enter OE for each UZA. If a UZA uses the VRM or operating assistance reporting methodology, this field will be **automatically calculated**.

Remember that even though directional route miles on fixed guideway can only be reported once for funding, you can report actual vehicle revenue miles, passenger miles traveled and operating expenses for service operated on the fixed guideway directional route miles. The S-20 form summarizes the directional route miles over which the actual vehicle revenue miles, passenger miles traveled and operating expenses operated on the fixed guideway can be reported on the FFA-10 form as follows:

- All rail, FB and TR modes — line 02;
- MB, RB and CB modes — line 12; and
- TB mode — line 07.

- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of operating expenses from the UZA and non-UZA columns. Make sure that the annual total equals the operating expenses automatically transferred from other forms (column a) for fixed guideway modes except MB, RB and CB. Only totals appear for data from other forms across fixed and non-fixed guideway operations (line 07).

Urbanized Area Formula Program – Non-Fixed Guideway

Line 13: VRM

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total annual VRM for your entire service area for NFG operations. Not applicable to FG modes or MB, RB and CB modes with reporting of statistics in FG and NFG operations; only totals appear for data from other forms across FG and NFG operations (line 03).
- Columns b – y: By UZA. Enter actual vehicle revenue miles for each UZA. Not applicable to fixed guideway modes or bus, bus rapid transit and commuter bus modes with reporting of statistics in fixed and non-fixed guideway operations. For bus, bus rapid transit and commuter bus modes with reporting of statistics in non-fixed guideway operations, this field will be **automatically calculated** as line 03 minus line 10.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of actual vehicle revenue miles from the UZA and non-UZA columns. Annual total data must equal data from other forms (column a) for non-fixed guideway modes. If you have reported bus, rapid transit or commuter bus statistics in both fixed and non-fixed guideway operations, totals only appear for data from other forms across fixed and non-fixed guideway operations on line 03.

Line 14: PMT

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total annual actual passenger miles traveled for your entire service area for non-fixed guideway operations. Not applicable to fixed guideway modes or bus, bus rapid transit and commuter bus modes with

reporting of statistics in fixed and non-fixed guideway operations; only totals appear for data from other forms across fixed and non-fixed guideway operations (line 04).

- Columns b – y: By UZA. Enter PMT for each UZA. If a UZA uses the actual vehicle revenue miles or operating assistance reporting methodology, this field will be **automatically calculated**. Not applicable to fixed guideway modes or bus, rapid transit and commuter bus modes with reporting of statistics in FG and NFG operations. For MB, RB and CB modes with reporting of statistics in NFG operations, this field will be **automatically calculated** as line 05 minus line 11.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of passenger miles traveled from the UZA and non-UZA columns. Annual total data must equal data from other forms (column a) for non-fixed guideway modes. If you have reported bus, bus rapid transit or commuter bus statistics in both fixed and non-fixed guideway operations, totals only appear for data from other forms across fixed and non-fixed guideway operations on line 05.

Line 15: OE

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total annual operating expenses for your entire service area for non-fixed guideway operations. Not applicable to fixed guideway modes or bus, bus rapid transit and commuter bus modes with reporting of statistics in fixed and non-fixed guideway operations; only totals appear for data from other forms across fixed and non-fixed guideway operations (line 07).
- Columns b – y: By UZA. Enter operating expenses for each UZA. If a UZA uses the actual vehicle revenue miles or operating assistance reporting methodology, this field will be **automatically calculated**. Not applicable to fixed guideway modes or bus, bus rapid transit and commuter bus modes with reporting of statistics in FG and NFG operations. For MB, RB and CB modes with reporting of statistics in NFG operations, this field will be **automatically calculated** as line 07 minus line 12.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of operating expenses from the UZA and non-UZA columns. Annual total data must equal data from other forms (column a) for non-fixed guideway modes. If you have reported bus, bus rapid transit or commuter bus statistics in both fixed and non-fixed guideway operations, totals only appear for data from other forms across FG and NFG operations on line 07.

State of Good Repair Program

Line 16: FG DRM ≥ Seven Years @ Federal Fiscal Year End (FFYE)

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-20 form and cannot be edited. This field displays the total DRM for your entire service area for FG in operation at least seven Federal fiscal years eligible for the State of Good Repair Program apportionment. Service must have started on or before September 30, 2006.
- Columns b – y: By UZA. Enter directional route miles for FG in operation at least seven Federal fiscal years for each UZA. This number should be less than or equal to the directional route miles reported under the UAF Program on line 08.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of FG DRM from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 17: FG VRM ≥ Seven Years @ FFYE

- Columns b – y: By UZA. Enter the number of actual VRM operated over the DRM for FG in operation at least seven FFYs, by UZA. These should be less than or equal to the actual VRM reported under the UAF on line 10. There is no automatic data entry or reporting methodology. Determine actual VRM from your schedules and other internal records. Remember that even though DRM on FG can only be reported once for funding, you can report actual VRM for service operated on the FG-DRM. The S-20 summarizes the DRM over which the actual VRM operated on the FG can be reported on the FFA-10 form as follows:
 - All rail, FB and TR modes — line 04;
 - MB, RB and CB modes — line 16; and
 - TB mode — line 13.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of actual VRM from the UZA and non-UZA columns. This number should be less than or equal to the total number of actual FG VRM reported under the UAF Program on line 10.

Line 18: HIB DRM ≥ Seven Years @ Federal Fiscal Year End (FFYE)

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-20 form and cannot be edited. This field displays the total DRM for your entire service area for HIB in operation at least seven Federal fiscal years eligible for the State of Good Repair Program apportionment. Service must have started on or before September 30, 2006.
- Columns b – y: By UZA. Enter directional route miles for HIB in operation at least seven Federal fiscal years for each UZA. This number should be less than or equal to the directional route miles reported under the UAF Program on line 08.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of HIB DRM from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 19: HIB VRM ≥ Seven Years @ FFYE

- Columns b – y: By UZA. Enter the number of actual VRM operated over the DRM for HIB in operation at least seven FFYs, by UZA. These should be less than or equal to the actual VRM reported under the UAF on line 10. There is no automatic data entry or reporting methodology. Determine actual VRM from your schedules and other internal records. Remember that even though DRM on HIB can only be reported once for funding, you can report actual VRM for service operated on the HIB-DRM. The S-20 summarizes the DRM over which the actual VRM operated on the HIB can be reported on the FFA-10 form as follows:
 - All rail, FB and TR modes — line 04;
 - MB, RB and CB modes — line 18; and
 - TB mode — line 13.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of actual VRM from the UZA and non-UZA columns. This number should be less than or equal to the total number of actual VRM reported under the UAF Program on line 03.